WDNY Bankruptcy Court - <u>Size of Documents for Filing</u>

The size of a PDF file cannot exceed **four (4) megabytes.**

The number of pages that make up 4 megabytes depends on the program
used to create the file, the color settings, scanner settings, etc.

It is recommended to determine your pdf file size *by megabytes* rather than *by number of pages*.

Filers will receive the following warning message if a document exceeds this maximum limit and will
be prevented from completing the transaction: **ERROR:** The PDF file exceeds the maximum
court recommended size of 4 MB. Please divide the document into smaller PDF files
for more efficient processing and retrieval by all users.

When filing the divided and smaller .PDF files, attach them as supportive documents.

<u>The following recommendations should be implemented:</u>

1. When using scanning equipment, set your scanning devices to Black+White format with a maximum resolution of 200dpi.
2. When converting Word or WordPerfect documents to PDF format, set your Adobe PDF Print Preferences and Device Settings so that pdf's are saved in the default format of no greater than 200dpi and Black+White.

Please refer to the Court's website: www.nywb.uscourts.gov > Scanning Guidelines and to the
CM/ECF User Guides in cm/ecf under the heading User References.

<u>Instructions to view the file size of your pdf:</u>   (Note: 1,000 KB equal a Megabyte (MB))

1. Open original PDF file in your **Adobe Acrobat software**.
   a) Select 'File' from the Adobe Acrobat taskbar.
   b) Select 'Properties'. (if applicable, click on the "Description" tab)
   c) View 'File Size'
   *   if less than a megabyte, size will appear in kilobytes (KB)   [ie: 860 KB (800,600 Bytes)]
   *   if more than 1,000 KB, size will appear in megabytes (MB) [ie: 3.05 MB (3,198,237 Bytes)]

   OR

2. Access **My Computer folder** on your computer.
   a) Right-mouse click over the 'Start' button from the bottom taskbar.
   b) Select 'Explore'.
   c) Select 'My Computer'.
   d) Select the Network Drive and file, if applicable, where your pdf files are stored.
   e) Locate the appropriate pdf file
   f) View File Size
   *   Size appears only in KB (kilobytes) directly to the right of the pdf file.
       Note: 1,000 KB equal a Megabyte (MB), 4,000 KB equal 4 MB
   *   Place cursor over pdf file name to view the file size in either KB (kilobytes)
       or MB (megabytes), whichever is applicable.   09/09